

City of Chattanooga, TN
Personnel Class Specification

Class code 0451

FLSA: Exempt

CLASSIFICATION TITLE: DEPUTY ADMINISTRATOR, PUBLIC WORKS

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide professional and managerial support to the Administrator of Public Works by coordinating department-wide programs/functions and by performing administrative work, planning work, and policy analysis.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; conducts interviews and assists in selecting new employees.

Coordinates daily work activities; organizes and prioritizes department workload; makes work assignments; monitors status of work in progress; inspects completed work; troubleshoots problem situations.

Consults with assigned staff to review work requirements, status, and problems; assists with complex or problem situations; provides direction, advice, and technical expertise.

Consults with administrator, commissioners, and other officials as needed to review department activities, provide recommendations, resolve problems, and receive advice/direction.

Communicates with city employees, other departments, government officials, vendors, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Coordinates work activities with those of other personnel, other departments, outside agencies, or others as needed.

Works with city council members in resolving problems within their respective districts.

Assists in managing/overseeing operations and activities of the department; assists in developing department philosophy, plans and goals; serves as Administrator in the absence of same, as directed; represents the Administrator at meetings/events.

Interprets and articulates department policies to the city council, mayor, chief of staff, outside agencies, the public, and other individuals.

Researches, interprets, and ensures compliance with applicable laws, ordinances, policies, and practices within all divisions of the department.

Develops and presents departmental news, policies, and operations to inter-governmental agencies, community advisory groups, and/or task forces.

Oversees/coordinates departmental public relations; supervises and assures accuracy of departmental press releases, periodicals, schedules, and other documents designed for public dissemination; facilitates preparation/update of the department's web page; coordinates production of newsletters and information brochures.

Supervises Action Line; ensures responsiveness to customers.

Receives requests/complaints from customers regarding service needs; ensures/monitors prompt, appropriate, and adequate response by division personnel to citizens' concerns/complaints.

Performs special tasks and coordinates special projects as assigned by mayor's office; conducts research and collects data for various projects and reports; analyzes information and makes recommendations for project direction based on data collected and reviewed.

Coordinates special projects among all divisions within the department, including development of annual budget, annual report, capital improvement program, and other activities; establishes project guidelines for divisions; ensures and monitors staff compliance with deadlines.

Composes correspondence for signature by Administrator.

Assists in developing/implementing annual budget; prepares annual report for the department; authorizes purchasing documents.

Represents the department on committees, advisory groups, and/or task forces; attends city council meetings, budget meetings, and other meetings; makes speeches or presentations.

Serves on Regional Planning Commission, Neighborhood Task Force, Public Works Committee, Municipal Technical Advisory Service Committee, or other committees as needed; coordinates the department's role in Better Housing and Property Management (Countess) projects/activities.

Processes a variety of documentation associated with departmental operations, per established procedures and within designated timeframes; distributes documentation or retains records as appropriate.

Prepares or completes various forms, reports, correspondence, annual reports, disaster reports, award eligibility reports, United Way reports, performance appraisals, schedules, news releases, brochures, or other documents.

Receives various forms, reports, correspondence, schedules, agendas, purchasing documents, safe driver reports, service award reports, United Way reports, Action Line service requests, recycling activity reports, accident reports, stormwater activity reports, budget reports, city codes, maps, manuals, directories, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes word processing, spreadsheet, or other software programs.

Answers the telephone; provides information, guidance and assistance; takes and relays messages or directs calls to appropriate personnel; returns calls as necessary.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Operates a motor vehicle to conduct work activities.

Develops and implements employee programs such as Safe Driver Awards Program and Service Awards Program; approves/reviews requests to determine eligibility; oversees processing of awards and all related reports and activities.

Coordinates United Way Campaign.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Urban Planning, Engineering, Public Relations, Business Administration, or Public Administration or closely related field; supplemented by three (3) years previous experience and/or training that includes community development, economic development, human services, human resources, public relations, or program coordination; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.